



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

October 29, 2010

FISCAL OFFICER:

The State Controller's Office (SCO) is pleased to provide the new Local Government Compensation Reporting program for Special Districts for Calendar Year 2009. The electronic file program can be used with any version of MS Office. Government Code (GC) section 12463 requires local government agencies to provide financial information to the SCO. This report is a supplemental report to the Special District Financial Transactions Report. This report does not qualify as a mandate; therefore, there will be no reimbursement.

Be advised that the Cover Page Form of the report must be signed by the Fiscal Officer, and the electronic file must be submitted to this office by December 13, 2010 to complete all filing requirements. There is no legal provision for granting an extension for filing this supplemental report. Pursuant to Government Code section 53895, a penalty of up to \$5,000 will be assessed if the report is not received. If you are unable to utilize the electronic file program or cannot access the Internet, you may contact our office.

Please follow the enclosed Automated Reporting Guidelines for accessing and filing the electronic report. The downloadable reporting files are located on the State Controller's Office Website at

http://www.sco.ca.gov/ard_locinstr_lgcomp_forms.html. Please choose the appropriate file for your version of MS Office and employee workforce size and submit one file.

Sincerely,
Original signed by:

GEORGE LOLAS, Assistant Chief
Division of Accounting and Reporting

Enclosure